

~~CONFIDENTIAL~~~~SECURITY INFORMATION~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification & Wage Administration Div. DATE: 9 March 1953
Personnel Office (0)

THRU : Comptroller
FROM :

Chief, Fiscal Division

SUBJECT: Amendment to T/O - Recommendation

1. The current T/O for the Fiscal Processing Branch of the Fiscal Division includes 2 GS-540 grade 5 positions and 8 GS-301 grade 4 positions.

2. Because of the increased volume of work processed and the resulting necessity for the redistribution of work, it is recommended that three of the 8 GS-301-4 positions be made identical and additional to the 2 GS-540-5 positions.

3. If this recommendation is approved the overall T/O for the Branch would include 1 GS-540-7, 1 GS-540-6, 5 GS-540-5, and 5 GS-301-4 positions.

25X1A9a

1st Ind.

14 March 1953

TO: Personnel Director
ATTN: Classification and Wage

Forwarded for your consideration and desk audit.


E. R. SAUNDERS
Comptroller

FOIAb3b

~~CONFIDENTIAL~~